

# VIOLENCE AGAINST WOMEN ACT (VAWA) FORMULA GRANT

## I. GRANT APPLICATION INFORMATION

This application kit contains the necessary forms and detailed information required to apply for the 2010/2011 S.T.O.P. Violence Against Women Act (VAWA) Victim Assistance Grant. Please review the following instructions prior to completing the application. The applicant should contact Christine Watters, Victim Services Coordinator, OCVR, (801-238-2369 or [cwatters@utah.gov](mailto:cwatters@utah.gov)), for clarification of any requirements for this grant program. **Programs that are receiving S. T. O. P. VAWA grant funds for the fourth year could expect a 10% or more reduction in 2010/2011.**

### A. WHO SHOULD APPLY?

- The Office of Crime Victim Reparations is requesting proposals from local governments, public and private non-profit organizations, State agencies, and non-profit and non-governmental victim services programs to target violence against women issues and problems in the State of Utah. Utah is awarding \$1,355,927.00 in 2010/2011 VAWA funding.

### B. AUTHORITY

- The Violence Against Women Act of 2005 was reauthorized in December, 2005.
- The S.T.O.P Program was authorized in 1994 through Title IV of the Violent Crime Control and Law Enforcement Act of 1994 (the Violence Against Women Act, Pub. L. 103-322, 108 Stat. 1796), reauthorized through Division B of the Victims of Trafficking and Violence Protection Act of 2000, and reauthorized again in 2005. S.T.O.P. is administered by the Violence Against Women Office, Office of Justice Programs, U.S. Department of Justice.
- The Violence Against Women Act (VAWA) of 2005, signed into law in December, 2005, reauthorizes the S.T.O.P. Violence Against Women Formula Grant Program.

### C. CONTACT

- Applicants must submit a fully executed application to the Office of Crime Victim Reparations, 350 East 500 South, Suite 200, Salt Lake City, Utah, 84111. For additional information, please call Christine Watters, Grant Program Manager at (801)238-2369. This application kit provides program and application guidelines for calendar year 2010 S.T.O.P. (Services/Training/Officers/Prosecutors) Violence Against Women Formula grant awards to be managed by the Office of Crime Victim Reparations (OCVR).

### D. DUE DATE

- An original and six unbound copies of the completed grant application must be submitted to the Office of Crime Victim Reparations by 5:00 p.m. on October 21, 2010. For agencies outside Salt Lake County, applications can be sent by overnight mail, but must be postmarked by 5:00 p.m. on October 21, 2010. The award period will be January 1 to December 31, 2011.

### E. STATEMENT OF PURPOSE

The S.T.O.P. (Services/Training/Officers/Prosecution) Violence Against Women Program purposes are as follows:

- ✓ Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women including the crimes of sexual assault, domestic violence, and dating violence;
- ✓ Developing, training, or expanding specialized units of law enforcement officers, judges, other court personnel, and

prosecutors specifically targeting violent crimes against women including crimes of sexual assault and domestic violence;

- ✓ Developing and implementing more effective police, court, and prosecution policies, protocols, orders and services specifically dedicated to preventing, identifying, and responding to violent crimes against women including the crimes of sexual assault and domestic violence;
- ✓ Developing, installing, or expanding data collection and communication systems including computerized systems linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violation of protection orders, prosecutions, and convictions for violent crimes against women including the crimes of sexual assault and domestic violence;
- ✓ Developing, enlarging, or strengthening victim services programs including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved population, providing specialized domestic violence court advocates in courts where a significant number of protective orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women including crimes of sexual assault, domestic violence, and dating violence;
- ✓ Developing, enlarging, or strengthening programs addressing stalking;
- ✓ Developing, enlarging, or strengthening programs addressing the needs and circumstance of Indian tribes in dealing with violent crimes against women including the crimes of sexual assault and domestic violence;
- ✓ Supporting formal and informal statewide, local multidisciplinary efforts to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- ✓ Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- ✓ Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- ✓ Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- ✓ Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- ✓ Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities: Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized; Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency; Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

- ✓ To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote – The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel; The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (‘Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project’ July 2003); The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions. Taking other appropriate action to assist or secure the safety of person seeking enforcement of a protection order.

## II. APPLICATION PROCESS

The S.T.O.P. Violence Against Women Program encourages the development and/or enhancement of effective strategies to improve the criminal justice system’s response to violence against women. Law enforcement, prosecution offices, and victim service agencies throughout the state are encouraged to apply.

VAWA funding will be awarded through a competitive grant process and allocated in the following categories:

### A. CATEGORIES (For additional information see the 14 VAWA Program Purposes)

- **Prosecution Category:** Development and implementation of effective prosecution strategies within city, county, and/or district attorney’s offices to improve the response to violence against women (for example hiring victim advocates/prosecutors). \$338,981.75 (25%) in VAWA funds is available statewide.
- **Law Enforcement Category:** Development and implementation of effective law enforcement strategies within city and county law enforcement offices improving the response to violence against women and victim safety (for example hiring victim advocates/law enforcement officers). \$335,981.76 (25%) in VAWA funds is available statewide.
- **Victim Services Category:** Development and enhancement of victim services in domestic violence and rape crimes (for example hiring domestic violence shelter staff and hiring rape crisis service staff). \$406,778.10 (30%) in VAWA funds is available statewide.
- **Discretionary Category:** Development and enhancement of programs to combat violence against women through improving the criminal justice system’s response to violence against women and victim safety. \$203,389.00 (15%) is available for programs throughout the state in this discretionary category. Funds may be used to hire staff in support of the preparation of protective orders for victims of domestic violence. Funds may also be used to develop anti-stalking programs. Anti-stalking programs can be funded within any of the four categories.
- **Court Category:** \$67,796.00 (5%) will be awarded to the Administrative Office of the Courts to develop and implement a strategy to improve the courts response to violence against women and victim safety.

### B. VAWA STRATEGIES

Utah’s VAWA Implementation Strategy is developed after drawing on the experience of law enforcement, prosecution, the courts, victim advocates and service providers.

The Office of Crime Victim Reparations has established panels of experts who will review VAWA applications. Panel members include representatives from law enforcement, prosecution, victim services, courts, human services, Office of Crime Victim Reparations, et al. Those agencies that submit a well-written application that identifies barriers and that documents the greatest need will be selected for funding. However, programs that are receiving S.T.O.P. VAWA grant funds for the fourth year could expect a 10% or more reduction in 2010/2011 S.T.O.P. VAWA funding.

### III. APPLICATION REQUIREMENTS

Detailed application requirements are provided for applying programs. Applications should include: **(1) a signed VAWA Cover Sheet, (2) Required VAWA Questions (1-8), (3) Budget Sections for grant funds and match worksheets, (4) Narrative Sections: Statement of Problem (Section A), Coordination with Existing Programs (Section B), Program Plan & Evaluation (Section C), Statistic Reporting (Section D), Record of Providing Effective Services (Section E), VOCA Subgrantees (Section F), Project Administration (Section G), Additional Resources (Section H), and Agency Budget (Section I) and (5) signed Certified Assurances and Grant Conditions.**

**ALL APPLICATIONS MUST BE SUBMITTED ON THE MOST CURRENT GRANT APPLICATION FORM.**

#### APPLICATION

Cover Sheet

#### BUDGET SECTION

Budget Detail Worksheet

Match Worksheet

Program Expenditure Comparison Summary

VAWA Funded Equipment Summary

#### NARRATIVE SECTION

Part A) Statement of Problem Need and Target Population

Part B) Collaboration With Allied Professions

Part C) Program Plan and Evaluation

Part D) Statistic Reporting

Part E) Record of Providing Effective Services

Part F) VOCA Subgrantee Funding

Part G) Project Administration

1. Organizational Chart

2. Job Descriptions

3. Membership Roster of Governing Board

Part H) Additional Resources

Part I) Agency Current Fiscal Year Operating Budget

#### FORMS In addition, each copy submitted must contain the following attachments:

Form 1) Certified Assurances

Form 2) Grant Conditions

Form 3) Civil Rights Requirements

Form 4) Audit Requirements

Form 5) Certification Regarding Lobbying; Debarment...and Drug-Free Workplace...

Form 6) Certification Regarding Compliance with Victims' Rights

Form 7) Certification Regarding Compliance With Rape Crisis Training Mandate

Form 8) Certification Regarding Debarment, Suspension, Ineligibility, etc.

Form 9) VAWA Application Checklist

**STEP 1. CONTRACT COVER SHEET****(Cover Sheet is an Excel program only)**

**Instructions for Application Cover Sheet:** must be completed in full and signed by the authorized official.

**This section is worth a total of 5 points**

1. Agency's name, mailing address (including zip code), phone number, fax number, and e-mail address.
2. The amount of VAWA grant funds being requested. **This amount will automatically appear following completion of the Budget Detail Worksheet.**
3. List the contact person's name, e-mail address, and phone number where they can be reached for questions regarding the grant.
4. Indicate the dates the project will begin and end. OCVR anticipates that most grant periods will be from January 1 through December 31, 2011.
5. List all U.S. Congressional districts or counties that are part of the project's primary service area.
6. List your agency's Federal Tax Identification Number.
7. For this victim service program indicate the number of paid staff in Full-Time-Equivalents (FTE). **This section will automatically calculate following completion of the Budget Detail Worksheet.**
8. Indicate the **project's short title or name**.
9. Check whether the grant will **initiate a new service, enhance existing services, or be a continuation of a grant**. Check the **continuation** box if your agency has received VAWA funding in the past. Also, include the Grant # of the 2009VAWA Grant Contract.
10. Identify the **category** from which funds are being requested: law enforcement, victim services, prosecution, discretionary or courts.
11. Type of crime the project focuses on. Please indicate the approximate number of victims for each type of crime on which your agency will focus (**ex:** 200 domestic violence victims, 100 victims of sexual assault, and 100 stalking victims). **Totals and percentages will automatically calculate.**
12. Subgrantee is (check one): **a.** Criminal justice /governmental agency (i.e. law enforcement, prosecutor-based, etc.); **b.** Non-criminal justice governmental agency (i.e. social services, hospital, etc.); **c.** Private non-profit agency, please attach your agency's IRS status letter. **d.** Administered by an Indian tribe or tribal organization. **e.** Or other, please describe.
13. Indicate which type of Criminal Justice Agency (if applicable): law enforcement, prosecution, probation, corrections, courts, or other (describe).
14. Scope of the project. Check the primary service area of the project. Check only one.
15. Subgrant match is the financial support for this project from sources in addition to the Federal grant. Please provide the source(s) of cash and/or in-kind match for the project (**ex:** County General Funds). **The match amounts for in-kind/cash will be automatically calculated and summed following completion of the Match Worksheet.** The minimum match box will determine automatically the minimum match amount allowed. The match amount minimum is 25 percent of the total costs. This is best calculated by dividing the VAWA funds total by 3 to determine the minimum match amount. In-kind contributions include building space, the value of volunteer services, etc. Match amounts must run concurrently with the subgrant period and be used exclusively for Violence Against Women services. *No other Federal funds may be used to match the VAWA grant award.*

16. **The Project Budget Summary will be automatically calculated and summed following completion of the Budget Detail and Match Worksheets.** This section is protected from entering information.
17. **Type the full name and title of the official** authorized to approve contracts and grants for the local or state government (must be either mayor or county commissioner) or private non-profit organization (must be board chair). For courts, applications must be submitted to the Administrative Office of the Courts for authorization. **Then sign and date.** The application must include original signatures.
18. **Type the full name of the program director** that will have the day-to-day responsibility for this grant program. Include their telephone number if it is different than the one listed in box 2. **Sign and date. The application must receive original signatures.**

## STEP 2. REQUIRED VAWA QUESTIONS

(VAWA Questions are on Excel and Word Perfect)

### This section is worth a total of 2 points

- **Question 1: Project Purpose Area(s).** Indicate the approximate percent of effort committed to the purpose area(s) that this project addresses. If the project's activities do not fit easily into one of these 14 legislatively defined purpose areas (such as evaluation, technical assistance, CCR, or planning projects), add the percent in "other" and provide a brief description of the project's purposes.  
The 14 legislatively defined purpose areas are:
  - (1) Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
  - (2) Developing, training, or expanding specialized units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women including the crimes of sexual assault and domestic violence;
  - (3) Developing and implementing more effective police, court, and prosecution policies, protocols, orders and services specifically devoted to preventing, identifying, and responding to violent crime against women including the crimes of sexual assault and domestic violence;
  - (4) Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
  - (5) Developing, enlarging, or strengthening victim service programs including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence advocates in court where a significant number of protective orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
  - (6) Developing, enlarging, or strengthening programs addressing stalking;
  - (7) Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
  - (8) Supporting formal and informal statewide multidisciplinary efforts to the extent not supported by state funds, to coordinate the responses of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence and dating violence;
  - (9) Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
  - (10) Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and

targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

- (11) Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- (12) Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- (13) Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized; Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency; Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
- (14) To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote – The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel; The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (‘Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project’ July 2003); The development of such protocols in collaboration with State, tribal territorial, and local victim services providers, and domestic violence coalitions; and taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

- **Question 2: Project’s Direct Attendees, Users, or Recipients.** Please check all that apply to indicate who is **directly** attending, using, or receiving (direct beneficiaries of or receiving direct benefits from) the project services or activities. Funds may be used to support services for children when there is an inextricable link between the children’s need for services and women’s victimization and as a direct result of providing services for women. For example, STOP funds can support services for children of battered women residing in a shelter, but may not be used to support services that focus exclusively on children. Public education efforts which publicize a victim service program or reach a specific segment of the population not previously reached are also permissible.
- **Question 3: Type of Service or Activity Provided.** **A. Victim Services:** This question is intended to obtain very basic information on the types of victim services provided for those projects which will provide victim services. Please check all that apply and provide a brief description of any other ways in which victim services will be offered. **B. Expanding Agency Capacity:** This question asks for information on how a project expands an agency’s capacity to meet its goals. Fill out this section if you checked Enhance an Existing program on the contract Cover Sheet. Please check all that apply and provide a brief description of any other means by which an agency’s capacity will be enhanced. **C. Enhancing System Wide Capacity in the Community or State.** This question asks for information on how a project will enhance the capacity of several agencies across a community or state. Please check all that apply and provide a brief description of any other means by which the capacity of agencies in a community or state will be enhanced.
- **Question 4: Under-served Populations in the Target Area.** This question is to obtain some very basic information on the representation of under-served populations in the geographic area served by this project. For the purposes of this report, under-served populations include, but are limited to, populations under-served because of geographic location, minority racial and ethnic populations which have historically been under-served, and populations under-served because of special needs such as language barriers or physical or mental challenges. If the geographic region served by this project has no under-served populations, check the first box and proceed to question #7. “Physically/medically

challenged women” includes the visual- or hearing-impaired.

- **Question 5: Under-served Populations Emphasized by the Project.** If this project emphasizes or makes specific efforts to reach or serve an under-served population, check “yes” and specify the population to be served by checking the appropriate box(s). Check all that apply. If not, check “no” and proceed to question #7. “Physically/medically challenged women” includes the visual- or hearing-impaired.
- **Question 6: How Will this Project Emphasize the Under-served?** If this project makes a specific effort to emphasize under-served populations, indicate the methods used to reach or serve these populations. Check all that applies and provide a brief description of any additional methods under “Other.” **Example:** *A sexual assault crisis program is located in an urban area with a large population of Hispanics. In order to effectively reach and serve the Hispanic community, the program will use STOP funds to reach this community in several ways. The STOP project will actively recruit bilingual staff and volunteers from the Hispanic community. In addition, a special counseling program tailored to the needs of Hispanic victims will be supported with STOP funds. The counseling program will be publicized through pamphlets and brochures in Spanish which will be distributed in the Hispanic community. For this project, you would check “members of the population will be hired or used as staff or volunteers,” “staff or volunteers who speak the population’s language will be hired or used,” “materials in the appropriate language will be provided to members of the population,” and “special services tailored to their unique needs and appropriate to their culture will be provided to member of the population.”*
- **Question 7: Full Faith and Credit.** Please indicate whether this project addresses intrastate (within the State of Utah) or interstate (among Utah and other States) enforcement of protection orders. Projects might address full faith and credit issues through training, policy development, data systems, victim services, and so on.
- **Question 8: Project Evaluation.** **A.** Please specify who will be conducting this evaluation by checking all that apply. **B.** For projects that are collecting data to assess how effectively the project achieves the intended outcomes, please indicate how this data will be collected by checking all the appropriate boxes or by providing a brief description of additional data collection methods under “Other.”

### STEP 3: BUDGET SECTIONS

(The Budget Section is an Excel programs)

Instructions for Budget Information: (1) **Budget Detail Worksheet**; (2) **Match Worksheet**; (3) **Program Expenditure Comparison Summary**; and (4) **Funded Equipment Summary with signature**. Detailed instructions are included within the working copy section.

**This sections is worth a total of 12 points**

## BUDGET INFORMATION

**ALLOWABLE COSTS:** In general, grants under this program may support personnel, training, technical assistance, evaluation, data collection, and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women. Federal funds will be subgranted to agencies and programs including, but not limited to, State offices and agencies, public or private nonprofit organizations, units of local government, Indian tribal governments, nonprofit and nongovernmental victim services programs, and legal services programs for victims to carry out programs and projects that address the purposes outlined in the State VAWA Application.

**MATCH REQUIREMENTS:** Subgrants awarded under this formula grant program may support up to 75 percent of the total cost of each project. Cash or in-kind services may be used as match. All subgrantees must provide 25 percent non-Federal match. Match is calculated by determining the amount of funding to be requested from the Federal VAWA Grant and multiplying it by .3. (For example, \$7,500 in Federal dollars divided by three = \$2,500 in match. The total grant would be \$10,000.) **Non-profit, non-governmental victim services programs are no longer exempt from the match requirement.**

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled or unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated

equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of Compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality. The basis of determining the value of personal services, materials, equipment, and space must be documented.

The sources of the non-Federal match are governed by the 2008 OJP Financial Guide (the Financial Guide is available through the World Wide Web at: <http://www.ojp.usdoj.gov/financialguide/index.htm>). Generally, cash match may be applied from the following sources: 1) funds from State and local units of government that have a binding commitment of matching funds for programs or projects 2) funds contributed from private sources 3) program income funds from seized assets and forfeitures or 4) funds otherwise authorized by law. All funds designated as match are restricted to the same uses as the Violence Against Women Program funds and must be expended within the grant period. The match must be identified in a manner that guarantees its accountability during an audit.

**SUPPLANTING:** Grant funds may not be used to replace State or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat violence against women. Instead, grant funds must be used to *increase* the total amount of funds used to combat violence against women. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded. For example, if a grantee, prior to submitting an application, had committed to develop and implement a program to combat violence against women, the grant must make those expenditures available, in addition to VAWA grant-supported expenditures.

State, local or other funds currently allocated to combat violence against women must remain available for and dedicated to these purposes should a VAWA grant be made. Non-Federal funds must remain available for and dedicated to these purpose, with VAWA grant funds serving as a supplement to those non-Federal funds. Supplanting will be the subject of application review, post-award monitoring, and audit. Violations can result in a range of penalties, including suspension of future funds under this program, recoupment of monies provided under this grant, and civil and/or criminal penalties.

**SUSPENSION OR TERMINATION OF FUNDS:** The Office of Crime Victim Reparations may suspend, in whole or in part, terminate funding for, or impose another sanction on a subgrantee for the following reasons:

- ☐ Failure to substantially comply with the requirements or statutory objectives of the Violence Against Women Act (VAWA) of 2005, which was signed into law December 2005, program guidelines issued there under or other provisions of Federal law;
- ☐ Failure to make satisfactory progress toward goals or strategies set forth in its application;
- ☐ Failure to adhere to grant agreement requirements or special conditions; or certified assurances and grant conditions;
- ☐ Proposing substantial plan changes that, if originally submitted, would have resulted in the application not being funded;
- ☐ Failure to submit reports;
- ☐ Filing a false certification in an application or other report documents; or
- ☐ Other good cause shown.

Prior to the imposition of sanctions, the Office of Crime Victim Reparations will provide reasonable notice to the grantee of its intent to impose sanctions and attempt informally to resolve the problem.

## STEP 4. NARRATIVE SECTIONS (A THRU I) (Narrative Sections are on Excel and Word Perfect)

**Instructions for Application Narrative (sections A thru I):** Each application must contain a program narrative that justifies and describes the program to be implemented. Include the following sections:

**This section is worth a total of 18 points**

**NARRATIVE SECTION "A" - Statement of the Problem, Need, Barriers, and Target Population** - See working copy explanation. The intended result of this section is to provide the VAWA Screening and Allocation Committee with a comprehensive understanding of the problem and subsequent need being addressed in the grant application. This section should also include a description of the group of individuals being victimized who will be provided services if the applicant agency receives a VAWA grant.

**In Part 1** Describe the geographic area in which the services are being provided. A description could include answers to the following questions: How many square miles are in the service area (size of cities and county)? What is the population and density? What are the major industries (coal mining, agriculture, tourism, national parks)? What is the poverty level? What is the ethnic breakdown? What are the age breakdowns (high number of children, significant senior citizen population)? Are there universities located within the area?

**In Part 2** Explain and document the nature and extent of the problem that results in a need for the proposed program. Convincing reasons should be given using logical argument and documented evidence to establish the need. For example, the grant proposal may focus on the development of a new advocacy program in a rural law enforcement agency. The explanation of the problem might describe the general nature and growing extent of abuse in the country, State of Utah, and in the local county and city. Use of statistics is important. For example, the crime rate in county X is .98 per 1000 residents which is 50% higher than the average crime rate for communities throughout the State of Utah or the number of rape/sexual assault cases reported to law enforcement in county X has doubled in the last five years. Lack of services and limitations of existing programs should be included.

**In Part 3** Include a description of the need for service. As a result of the high incidence of domestic violence in community X, comprehensive services for that population are a necessity. State the need in a general way and then go on to discuss each specific aspect of the need.

**In Part 4** Focus on the barriers within your agency and the community that make it difficult to provide client service and ensure client safety. List and describe these barriers. An example would be *mobile response team is not routinely called to the scene of domestic violence crimes*.

**In Part 5** Describe who your program would serve—victims of workplace violence, specific crime categories, populations such as elderly, children, minorities, etc. For example a law enforcement advocacy program may serve only victims of domestic violence (adults and children) who have reported their crime to a specific law enforcement agency. A non-profit agency may serve non-reporting and reporting victims of rape and sexual assault in a specific county.

**This section is separated into 5 areas and each area must be addressed.**

**NARRATIVE SECTION "B" – Collaboration With Allied Professions - This section is worth 10 points.** VAWA mandates communities to restructure and strengthen the criminal justice system response to domestic violence, sexual assault, and stalking. The priorities of the S.T.O.P. program continue to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. Strategies shall be identified and lasting partnerships developed among criminal justice system representatives and victim advocates. These partnerships and strategies will ensure a more vigorous response to all aspects of violence against women.

**In this section describe your agency's collaborative plan to coordinate the response of law enforcement, prosecutors, courts, victim services and other agencies to violence against women.**

- (1)** Describe the agencies in your service area that respond to violent crimes against women and provide services to the target population.
- (2)** Indicate specifically which agencies will be asked to participate in your agency's collaborative group for the purpose of developing strategies to combat violence against women. Explain why you have selected these specific agencies to participate in your group.
- (3)** Indicate specifically how your agency/program will develop and implement a collaborative partnership with criminal justice representatives, victim advocates and other agencies and how your agency/program will identify gaps and problem areas and will develop strategies to respond to violence against women to ensure safety.
- (4)** Demonstrate support for your agency/program by attaching a minimum of three (3) letters of **collaboration** from agencies that are partners in your collaborative group, such as chief of police, city prosecutor & local rape recovery center or domestic violence shelter. **Each letter must identify the collaborative project, the partner's willingness to participate in scheduled meetings and their acknowledgement of the role their agency will play in the partnership.**

***Collaboration with Allied Professions – to restructure and strengthen the criminal justice system's response to violence against women must be one of your program objectives.***

**This section is separated into 4 areas and each area must be addressed.**

**NARRATIVE SECTION "C" - Program Plan and Evaluation - This section is worth a total of 30 points** See working copy explanation. Complete the goal/objectives/activities/methods/monitor/evaluation/time-line pages of the grant application.

- **The broad goal of the proposed program is achieved by stating the expected achievements or benefits of the program. Specify the Statutory Program Purpose by the number which the goal addresses.**
- Specify the VAWA funded position(s) related to this goal. For example, if your goal is to reduce trauma experienced by domestic violence victims as they participate in the criminal justice system, the domestic violence advocate should be included in the box beneath that goal.
- The objectives require more specific statements of what will be accomplished. Objectives include words that explicitly indicate action and a measurable result such as reduce, increase, decrease, and/or improve.
- In the box identified as "Indicate the number of individuals this Objective will serve," include the number of victims to be served. For example, if an advocate program is providing services to 100 sexual assault victims, the number 100 should be entered into the box.
- In the section labeled "ACTIVITIES/METHODS," describe the activities and methods that will be used to solve the problem and achieve the objectives. Describe in detail each of the specific activities or tasks that comprise the total proposed program and how they will be carried out. The activities/methods are the means or the way in which something will be done. They show exactly how the prescribed objectives will be implemented.
- In the section labeled "MONITOR/EVALUATE the OBJECTIVE," indicate what feedback mechanisms will be used to determine the accomplishments of the program and how the effectiveness of the program will be assessed. The use of both qualitative and quantitative measures is important.
- In the section labeled "TIME-LINE," enter the date or quarter that the activities/methods will be achieved. For example, if the program is conducting quarterly forty-hour volunteer training workshops during the program year, enter Mar/2010, Jun/2010, Sept/2010, and Dec/2010.
- At the end of each goal, discuss the "IMPLEMENTING STRATEGY" for the goal in the space provided.

**This section is separated into 6 areas and each area must be addressed.**

**NARRATIVE SECTION “D” - Statistics Reporting - This section is worth a total of 4 points.** See working copy explanation. This section should describe what will be measured and the types of data that will be collected. If statistics are not currently collected, indicate how your agency plans on collecting required statistics. EACH AGENCY WILL BE REQUIRED TO MAINTAIN PROJECT STATISTICS THROUGHOUT THE CONTRACT YEAR. For detailed instructions, see section “D” of the Narrative form.

**This section is separated into 4 areas and each area must be addressed.**

**NARRATIVE SECTION “E” - Record of Providing Effective Services - This section is worth a total of 6 points** See working copy explanation. If the program received funding from a previous VAWA grant cycle, **list goals & objectives, provide specific quantitative data on objectives met, and evaluation results** during the prior contract years. **Also, report on your collaborative objective including gaps & problem areas identified, strategies used to resolve these problems, and successes achieved as a result of the collaboration. Successes must include output (number of meetings held, etc.) and results (problems identified and solutions implemented to resolve the problems).**

If your program is new, check the new program box.

In the space provided, discuss how long your program has been in existence, how it has expanded, and the types of victim services offered. Also, indicate your agency’s significant accomplishments. If your program is new, please include information on the length of the agency’s existence, type of victim services offered, and significant victim services accomplishments and other agency accomplishments.

**This section is separated into 3 areas and each area must be addressed.**

**NARRATIVE SECTION “F” - VOCA Subgrantees - This section is worth a total of 4 points** The applicant should indicate the amount of funding being received from the VOCA Victim Assistance program during the 2009/2010 program year and the staff positions funded. See working copy for further explanation.

**NARRATIVE SECTION “G” - Project Administration - This section is worth a total 4 points** See working copy for explanation. This section should provide a detailed **description of how the program and employees are systematically structured to direct the program goals and use of funds.**

Attach an **organizational chart** with names and titles outlining staff, advisory, and decision-making bodies. Check the appropriate box.

In the space provided include position **titles and job descriptions** for each VAWA funded staff position. Describe the **programmatic and fiscal capabilities of the project director and staff** including information covering their ability to accomplish the proposed program goals, objectives, etc.

In the space provided, **specify the staff person(s) that are assigned to provide the fiscal controls and explain how your agency will keep an accounting of funds.** If the agency is a non-profit, please include a roster of the governing board.

**This section is separated into 4 areas and each area must be addressed.**

**NARRATIVE SECTION “H” - Additional Resources - This section is worth a total of 2 points** See working copy for explanation. This section of the application should describe the sources and amounts of non-VAWA funding or resources that will be available from other non-Federal sources. Applicants are encouraged to leverage other resources - Federal, State, Local, or Private - in support of this project.

If no other resources are available, check the box below and provide an explanation in the resource description section. See Section “H” of the Narrative form for detailed instructions.

**NARRATIVE SECTION “I” - Agency Budget - This section is worth a total of 3 points** Attach a copy of your agency’s/programs current fiscal budget.

## STEP 5: CERTIFIED ASSURANCES and GRANT CONDITIONS

(PDF File)

Each application must contain signed Certified Assurances and Grant Conditions with original signatures. Include the following sections: (1) Certified Assurances; (2) Grant Conditions; (3) Civil Rights Requirements; (4) Audit Requirements; (5) Certification regarding Lobbying; Debarment, and Suspension; (6) Certification Regarding Compliance with Victim Rights; (7) Rape & Sexual Assault Certification; and (8) Certification Regarding Debarment, Suspension, Ineligibility, etc.

**This section is worth 3 points**